

Leave of Absence (LOA) Information

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Below you will find information and resources for Leave of Absences (LOAs).

- **LOA processing partner - Absence Resources**

Contact Absence Resources for all your LOA Requests

- Phone: 1-877-GO2.FMLA (1-877-462-3652)
- Website: www.absenceresources.com
- Listed below are resources for all employees: LOA Policy and State Packets
- Hospital leaders should follow the LOA Process outlined below when an employee notifies them of a need for a leave of absence.

LOA Policy

This policy ensures a consistent and efficient process for employees who need to take a leave of absence in compliance with federal and state laws. It is intended to help ease the process of taking a leave of absence during an employee's time of need; understanding their options and rights.

WHO:

- All employees

WHAT:

- Time off requests for your own serious health condition, maternity/paternity leave, bonding time with a newborn, military leave, or to care for a family member with a serious health condition.
- Leave eligibility and duration are based on state and federal leave laws.
- Please refer to AbsenceResources for further information on LOAs and eligibility.

Return to Work Authorization Form

- [Return to Work Authorization Form \(RTWF\)](#) 

LOA Process

This process is intended to provide Practice Managers and Principal Doctors instructions on an employee Leave of Absence (LOA). Please direct all employees to request their Leave of Absence with Absence Resources WellHaven's LOA processing partner. For questions related to LOA's or job accommodations please reach out to HR@wellhaven.com.

HOW:

- When an employee notifies their PM or Principal Doctor of their need for a Leave of Absence, please provide the employee with the contact information for Absence Resources as listed above.
- Once the PM or Principal Doctor receives the LOA approval from Absence Resources, they will need to coordinate with their hospital team to accommodate the approved time off for an LOA.
- LOA forms are to be kept separate from the employee file and kept secure to comply with legal

requirements.

- If an employee has questions regarding the time off, or their situation is of a sensitive nature, please direct the employee to HR at the email above at HR@wellhaven.com.
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